

POSITION TITLE: MANAGER IV –  
Information Technology

DEPARTMENT: Information Technology Division

CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

DATE: 12/01/2020

## I. JOB SUMMARY

Performs highly complex managerial work administering the daily operations and activities in the Information Technology Division. Work involves establishing goals and objectives; developing guidelines, policies, and procedures; developing schedules, priorities, and standards for achieving established goals; coordinating and evaluating program activities; developing and evaluating budget requests; monitoring budget expenditures; and supervising the work of others. Works under limited supervision with moderate latitude for the use of initiative and independent judgment.

- A. Manages the activities of staff in the Information Technology Division; plans, implements, coordinates, monitors, and evaluates policies and procedures and monitors compliance with policies and procedures; coordinates the analysis, review, and revision of programs to increase operating efficiency and adapt new procedures; assists in advising staff in solving programming problems; and instructs staff on new methods and procedures.
- B. Establishes goals and objectives; develops and approves schedules, priorities, and standards for achieving goals; develops and implements techniques for evaluating program activities; manages evaluation activities; and identifies areas in need of change and makes recommendations to improve operations.
- C. Participates in budget preparation and development of bid specifications; and oversees special investigations, program analyses, research studies, and internal audits.
- D. Represents the program area at meetings, hearings, trials, conferences, and seminars and on boards, panels, and committees.
- E. Supervises the work of others; and provides technical advice, assistance, and training to management and technical staff in matters relating to programming activities.
- \* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
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**III. MINIMUM QUALIFICATIONS**

**A. Education, Experience, and Training**

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE); Major course work in Computer Science, Management Information Systems, or a related field preferred. Each year of experience as described below in excess of the required eight years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Eight years full-time, wage-earning information technology experience to include five years computer programming experience.
3. Two years full-time, wage-earning relational database experience.
4. Experience in the supervision of employees preferred.
5. Common Business Operating Language (COBOL), Customer Information Control System (CICS), or Java coding language experience preferred.
6. Mainframe experience preferred.
7. Project coordination experience preferred.
8. Criminal justice experience preferred.

**B. Knowledge and Skills**

1. Knowledge of the principles and practices of public administration and management.
2. Knowledge of the practices, principles, and techniques of programming in a client-server environment.
3. Knowledge of personal computer and network hardware, software, operating systems, and peripherals.
4. Knowledge of relational database structures.
5. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.

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6. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
7. Skill to write, test, debug, and maintain computer programs.
8. Skill in administrative problem-solving techniques.
9. Skill to communicate ideas and instructions clearly and concisely.
10. Skill to perform detailed work accurately.
11. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
12. Skill to plan work in order to meet established guidelines.
13. Skill in technical writing and preparing technical reports and documentation.
14. Skill to develop programs for computer applications.
15. Skill to program custom applications for use in a stand-alone or local area network environment.
16. Skill to train and provide technical assistance in the operation of computers and related equipment.
17. Skill to develop, implement, and evaluate policies and procedures.
18. Skill to interpret and apply rules, regulations, policies, and procedures.
19. Skill in researching, analyzing, and solving complex programming problems.
20. Skill in the use and manipulation of command level Customer Information Control System (CICS), Rational Database Structures, Multiple Virtual Storage, and Job Control Language (MVS/JCL).
21. Skill to train and supervise the work of others.

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**IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION**

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 15-44 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, calculator, copier, fax machine, telephone, dolly, and automobile.